



DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION
580 KOLEKOLE AVENUE
SCHOFIELD BARRACKS, HAWAII 96857-6000

REPLY TO
ATTENTION OF

APVG-CG

05 DEC 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 25th Infantry Division Policy Letter # 13 - Driver and Operator Selection, Training, Testing and Licensing

1. References:

- a. AR 385-10, The Army Safety Program, 27 November 2013.
- b. AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing and Licensing), 18 June 2007.
- c. AR 750-1, Army Material Maintenance Policy, 12 September 2013.
- d. DA PAM 385-40, Army Accident Investigations and Reporting, 18 March 2015.
- e. DA PAM 750-8, The Army Maintenance Management Systems (TAMMS) User's Manual, 22 August 2005.
- f. TB 600-1, Procedures for Selection, Training, Testing, and Qualifying Operators of Equipment/Systems, Excluding selected Watercraft and Aircraft.
- g. TB 600-2, Procedures for Selection, Training, Testing, Qualifying, and Licensing Operators of Construction Equipment, Material Handling Equipment and Armor-Vehicle-Launched Bridge.
- h. TC 21-305 Series Training Circulars.
- i. FL Regulation 600-55, Driver and Operator Standardization Program (Selection, Training, Testing and Licensing), 31 January 2007.

2. The 25th Infantry Division (25ID) Drivers' Training objective is to ensure all military equipment operators and assistant drivers are properly trained, tested and licensed. This policy applies to all personnel assigned to the 25ID that operate military owned or leased equipment, whether OCONUS or CONUS, for training or deployment.

3. Commanders establish driver selection, training, testing and licensing programs utilizing the following criteria:

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- a. Assign a Brigade Master Driver on orders in the rank of SFC or above and an Alternate Master Driver in the rank of SSG or above. Separate battalions and companies follow the criteria in 3.b. for assignment of a Master Driver.
- b. Assign a Battalion Master Driver on orders in the rank of SSG or above and an Alternate Master Driver in the rank of SGT or above.
- c. Company, troop, and battery commanders assign, on appointment orders, a SSG or above as the Company Driver/Operator Instructor and an Alternate Driver/Operator Instructor in the rank of SGT or above. (The battalion commander may approve an exception to allow a SGT/E-5 to perform duties as the Primary Company Driver/Instructor.)
- d. Battalions or company-level commands without an O5/LTC commander or O5/LTC Training and Readiness Authority (TRA) will assign Master Drivers and Driver Instructors using rank requirement in para. 3.b & 3.c. Requests for exception to the rank requirement will be submitted through the Division G4 for approval by the Chief of Staff.
- e. All designated Master Drivers and Driver/Operator Instructors must attend and graduate the Master Drivers Course conducted by the 25th Sustainment Brigade (25SBDE) Command Maintenance Evaluation and Training (COMET) Team. Coordinate for enrollment via POC in Paragraph 9c within 90 days of assignment to Master Driver or Driver/Operator Instructor duties.
- f. All unit Master Drivers fulfill the roles of Driver/Operator Instructors and License Examiners. Their role is to provide instruction and supervision during the course. Master Drivers will meet all qualifications for Driver/Operator Instructors and License Examiners IAW AR 600-55, Appendix F.
- g. All driver selection, training, testing and licensing must conform to AR 600-55 and associated Training Support Packages (TSP) for the equipment model required to be trained on.
- h. All designated assistant drivers will be trained, tested and licensed on the equipment they are operating.
- i. Master Gunners, in coordination with Master Drivers, will ensure that combat vehicle crews are trained as a team to conduct Preventive Maintenance Checks and Services (PMCS).

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j. Senior Occupant. "As a matter of policy, all tactical and administrative use vehicles operated by military personnel will have a vehicle commander, in the rank of E4 or above in the vehicle during all operations." The senior occupant in a military vehicle is the ranking individual present. Senior occupant responsibilities are listed in AR 600-55, paragraph 1-4k. Commanders are to limit the "authorized single driver" certification and the operation of single vehicles ("lone runners") to an absolute minimum required to meet mission requirements. Such certification and authorization will not be made on the basis of convenience, but rather as a matter of mission requirements.

4. Brigades will establish a standard baseline training, testing, and licensing program. Once the Soldier successfully completes the baseline requirements and all performance standards are achieved, the Soldier will be issued an Army Standard License on an M1097, M1152, or M1151 series vehicle. Students who do not pass the driver testing can be issued a learners permit for further training and retesting. Personnel arriving to the unit with a previous military license and properly documented DD Form 348 or 348-E showing completed training are not required to attend the standard baseline course. The baseline course provides the cornerstone training to build on for all subsequent driver training and licensing on other vehicle platforms. The training also provides the in-depth understanding of the importance of safety in all operations and the importance of maintaining the equipment through conduct of PMCS.

a. Baseline driver training and licensing will be conducted no less than once a quarter at the brigade level. The course will consist of the 40-hour baseline training course utilizing the Training Support Package (TSP) for a M1097, M1152, or M1151 series vehicle as the basis for the required training.

b. Units brief the quarterly required training event during Quarterly Training Briefs.

5. Brigades establish a Night Vision Device (NVD) and Driver Vision Enhanced (DVE) standard driver training plan. The training must be conducted IAW the Training Support Package (TSP) for the NVD or DVE system being utilized. Vehicles with personnel will be trained as a crew, e.g., Up-Armored Vehicles, MRAPs, ASVs, etc. Executing this training to standard will ensure personnel are trained on the critical skills required to conduct night operations in any environment. Safety is of the utmost importance in the use of NVD and DVE systems.

6. The Division G3 Training and G4 Maintenance Element are charged with providing assistance to brigades, battalions, and separate units on the proper conduct of all aspects of driver selection, training, testing and licensing. The Division G3 Training will ensure driver selection, training, testing and licensing programs are a primary focus

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area of all Organizational Inspection Program (OIP) staff assistance visits and inspections. The G4 Maintenance Element performs inspections of the driver training program during OIP visits.

7. Engaged leadership is an essential element of the driver selection, training, testing and licensing program. Commanders must ensure Soldiers understand and adhere to safe driving practices.

8. Commanders at all levels diligently support this program to ensure our Soldiers are properly trained on the military equipment they operate and leaders are aware of their responsibilities. Effective leadership will prevent avoidable losses of the Army's most valuable asset: our Soldiers.

9. This policy memorandum is in effect until superseded or rescinded in writing.

10. The points of contact for this policy are:

a. Division G3 Training at 808-655-5351.

b. Division G4 Chief of Maintenance, CW5 Archie D. Cato at 808-655-4559 or archie.d.cato.mil@mail.mil and SGM Danny J. Burky at 808-655-4447 or danny.j.burky.mil@mail.mil

c. 25SBDE COMET Team Chief, CW4 Carlos H. Terrones at 808-655-7692 or usarmy.schofield.25-id.list.25th-sb-spo-comet@mail.mil



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